TOPS Text Processing

The TOPS Text process has been changed from its original version that included two screens for each possible text entry point (i.e., CSPC/CSP2, RNTE/RNT2, etc.). All processing functions now happen on the main screen and all of the "2" screens have been eliminated. These instructions supercede all text processing instructions embedded in the TOPS User Manual.

- Text processing in TOPS identifies a group of transactions which are used for the creation and maintenance of all required text ranging from unique specifications text for commodities, text for notice of award print and terms and conditions on solicitations, orders, contracts, and so forth.

- Standard text can be modified for individual purchase documents without affecting the original text.

- Text records are freeform and consist of 9 viewable lines of text with each line being 40 or 70 characters long depending on the type of text record. Each text line is an individual record unto itself and does not afford word processing capabilities as that of WordPerfect or Word.

- Generally speaking, all text screens in TOPS function identically. There is a record key which includes the number(s) for the record that the text is associated with, the text action, the relative line number, the number of lines in the text file and the first nine lines of text in the file.

- Navigation within the text file is accomplished using the Text Action box. The term Text Action is used to identify - to the text line program - the action required to display text lines on the screen when an Inquire or Get function is issued. The Text Action codes for the Inquire/Get function are:

  · Top (T) - Go to the top of the text record (1st line of actual text)
  · Bottom (B) - Go to the bottom of the text record (last line of actual text)
  · Up (U) - Move the text lines up one page
  · Down (D) - Move the text lines down one page
  · Relative (R) - Go to a specific text line referenced in line number field

- Text Action codes for the Change function are:

  · Insert (I) - Begin insertion of text after the line number entered in the line number field
  · Delete (X) - Deletes a certain line, range of lines or "all" text lines

Types of Text

- TOPS uses three basic types of text; terms and conditions/specifications, commodity descriptions/modifications, and notes.

  · Terms and conditions/specifications reside in the text database. This text may be retrieved and modified for a particular solicitation. If referenced as solicitation text, this text may be optionally printed on the solicitation. This text will also carry forward to the order or contract. Examples of these screens are RTXL, TXLN, and STXL.

  · Commodity descriptions reside in the Commodity database. This text may be modified for a particular requisition, order, order change or contract. Commodity descriptions will print on the solicitation price sheet, order, order change or contract. The commodity text area is used for several different functions. These functions are exemplified by different categories of text types. These functions and categories are explained below.

    - Text Type A - Class Level Description provides the ability to record and maintain Class Descriptions for each Class Commodity Code. These are short narrative descriptions used to identify the structure of the Class and will print on reports.

    - Text Type B - Sub-Class Level Description provides the ability to record and maintain Sub-Class descriptions for each Sub-Class Commodity Code. These are expanded over the class record to further identify the Sub-Class and will print on Solicitations, Orders and Contracts if not deleted or modified on RMOD, OMOD, OCMD, or KMOD.

    - Text Type C - Item Level Description provides the ability to record and maintain an item description for each Item Level Commodity Code. This description is expanded over the Sub-Class level and will print on Solicitations, Orders and Contracts if not deleted or modified on RMOD, OMOD, OCMD, or KMOD.

    - Text Type D - Extended Item Level Description provides the ability to record and maintain an extended description for each Item Level Commodity Code. This is generally a comprehensive description, e.g., bidding instructions, written in sufficient detail for a vendor to accurately identify the item desired and respond to a solicitation for the item desired. It will print on the solicitation, but not on the award document.

    - Text Type E - Packaging Requirements provides the ability to record and

maintain packaging requirements for each Item Level Commodity Code. It will print on the solicitation and order documents.

- Text Type F - Buyer Notes provides the ability for the buyer to record notes about an item or service. These notes are retrievable on-line.

- Text Type G-Z provides the ability to include other levels of user defined text for each item.

- There are also text screens which allow users to enter electronic notes pertaining to an individual record, vendor notes, and various other text that may be necessary to clarify specifics about a particular TOPS record. Examples of these screens are RNTE, ONTE, SNTE, OCTX, VCTX, and VNTE.

Common Text Processing Guidelines

- Typically, text processing doesn't vary much throughout TOPS. Whether processing text in the text database, the commodity database, or using the text screens throughout the rest of TOPS the functions remain the same. The only differences are the commodity text screens require a text type code and there's a difference in lengths of the text lines. If a user is creating or modifying text on a commodity text screen (these screens allow only forty (40) characters of text per line) or if they are creating or modifying text on a non-commodity text screen (these screens allow seventy (70) characters of text per line).

- One thing to keep in mind is that when a user is creating text for the very first time, the natural assumption is they are "adding" text. This is common, but the function is ALWAYS a "Change" because the text record already exists and the user is "changing" it to include text.

- After text has been entered, the change functions of "insert" or "delete" can be used to modify the particular text record. These two functions previously were performed on the "2" (RNT2, KNT2, etc.) screen after performing a "GET" on the main screen (RNTE). As mentioned previously, all functions are performed on the main screen.

- If a user is only interested in viewing the text record, the inquire functions mentioned previously are used to get to different points in the text record.

Text Processing Procedures

- The following are the steps necessary to perform the various inquire functions on the new text screens.

  · Inquire “Top” of record

    - Enter “I” or “Inquire” or “Get” in the Function Line and tab to the Text Action field and enter “T”. This will bring the user to the very first line of text for the appropriate record key.

  · Inquire “Up”

    - Enter “I” or “Inquire” or “Get” in the Function Line and tab to the Text Action field and enter “U”. After pressing ENTER, if the user is on the very first line of text (“Top”) of the record, the system will bring a new “null” line as the first line of text. If the user is at any other line of the record, the system will go up one (1) page or nine (9) lines of text.

  · Inquire “Down”

    - Enter “I” or “Inquire” or “Get” in the Function Line and tab to the Text Action field and enter “D”. After pressing ENTER, the system will go down one (1) page or nine (9) lines of text.

  · Inquire “Bottom”

    - Enter “I” or “Inquire” or “Get” in the Function Line and tab to the Text Action field and enter “B”. After pressing ENTER, the system will go to the bottom (last line) of the text record.

  · Inquire “Relative”

    - Enter “I” or “Inquire” or “Get” in the Function Line and tab to the Text Action field and enter “R”. From this point the user would enter the “relative” line number of the text record in the Line Number field. (Example: If the text record Total Lines is 64 and the user is at the “Top” of the text record and the desire is to go to line 50, the user would enter 50 in the Line Number field and press ENTER. The system will bring line 50 into the nine-line display area as the first line of text.

- The following are the necessary steps to perform the various change functions on the new text screens.

<u>NOTE:</u> The Insert and Delete functions will only accept entries in the Line Number field for a single line number equal to one (1) thru nine (9), a range of lines with starting and ending numbers of the range not less than one (1) or greater than nine (9) or "all". EXAMPLE: If a user wants to delete a range of four lines and those lines are displayed in the nine line display area as lines three thru six, the user would enter the range as "3-6". An Insert function will only accept a single line number in the Line Number field.

- Change text to "Insert"

  - Enter "C" or "CHANGE" in the Function Line and tab to the Text Action field and enter "I" and tab to the Line Number field and enter the line number AFTER which you want to begin insertion and press ENTER. The screen should reformat with the line number entered in the Line Number field as the first line of text followed by eight (8) blank (null) lines. You will tab to the first null line and begin inserting the desired new text.

- Change text to "Delete" a single line

  - Enter "C" or "CHANGE" in the Function Line and tab to the Text Action field and enter "X" and tab to the Line Number field and enter the single line you desire to delete and press ENTER. The screen should be reformatted with the line deleted and the Total Lines field updated to reflect one less line. (REMEMBER - the Line Number field will only accept a numeric value of one (1) thru nine (9) or 'all'.)

- Change text to "Delete" a range of lines

  - Enter "C" or "CHANGE" in the Function Line and tab to the Text Action field and enter "X" and tab to the Line Number field and enter the range of lines you desire to delete and press ENTER. The screen should be reformatted with the range of lines deleted and the Total Lines field updated to reflect the previous total less the number of lines deleted. (REMEMBER - the Line Number field will only accept a numeric value of one (1) thru nine (9) for each number in the range, i.e., 1-3 or 3-6 or 2-9 but will not accept 2-10 or 'all'.)

- Change text to "Delete" all text lines

  - Enter "C" or "CHANGE" in the Function Line and tab to the Text Action field and enter "X" and tab to the Line Number field and enter "all" and press ENTER. The screen should be reformatted with all lines deleted, the Total Lines field reflects all zeroes, and nine (9) null lines displayed. (**NOTE:** If the text screen being used is RMOD, OMOD, OCMD or

KMOD), if there's no other text entered after the delete "all" action, the original commodity description will be pulled in from the CSPC record.)

- **IMPORTANT:** Anytime a user performs a "delete" and "all" with the desire to basically overwrite the previously existing text, once the "delete - all" transaction has been performed and the above noted conditions are in effect, the following steps must occur:

  · "CHANGE" will still be in the Function line, "T" will be in the Text Action field, the Line Number field will be blank, the Total Lines field will be zeroes, and the 9 line display area will contain all "null" lines.

  · Leaving the "CHANGE" in the Function Line, the user will tab to the Text Action field and space out the "T", tab to the Line Number field and enter "UPLD" (this is for upload/overwrite and lets the text line program know to **NOT** keep any previously deleted text. They will then tab to the first "null" line and proceed to enter the new text until completion and then press ENTER. The results should show only the new text entered and none of the previous text.